

CHAPTER 6

PERFORMANCE WORK STATEMENT (PWS)

Introduction	The purpose of this unit of instruction is to familiarize the student with the contents of the Performance Work Statement (PWS).
Clear Specifications	Clear specifications are critical in every type of acquisition. It is equally important that specifications be written in a clear, unambiguous and nonrestrictive manner. This is necessary to (1) satisfy the legal requirements for full and open competition, (2) assure that the government actually receives the performance that it bargains for, (3) assure that offers and bids are fairly evaluated, and (4) avoid costly and time consuming problems during performance.
What the COR/QAE must do	<p>The COR/QAE must read the contract and be able to communication and interpretation of a large part of section C of the contract.</p> <p>The COR/QAE must clearly identify any possible ambiguous information in the contract. The KO must be kept informed of the contractor's performance deficiencies, possible change requirements, and discrepancies in invoices; possible cost overruns and any Government's failure to meet its contractual obligations.</p> <p>The COR/QAE must answer the contractor's questions and provide technical guidance without changing the terms of the contract or making any agreements or commitments that modify terms and conditions. The COR/QAE must document all communications between himself and the Contracting Officer or the contractor.</p>
PWS Format	<p>If the requiring activities job analysis were done accurately and comprehensively, the PWS would have the tools necessary to begin performance surveillance on the contract.</p> <p>A PWS in the following format will be submitted with the DA Fort 3953 (Purchase Request) and Commitment through channels to the Contracting Officer. Everything that the contractor must do under the contract must be specified in the PWS. Lack of specificity in the PWS causes problems later,</p>

delaying contract performance and costing the government more money.

General information as to the format of each section is as follows:

- SECTION C-1. General – Specifies what the contractor must provide (i.e. personnel, equipment, tools, materials, supervision, etc.) Add the name of service (i.e. automobile, lease, chemical latrine service, etc.) and name of the location where service is to be performed. Basically Section C-1 contains the Scope of Work/Performance of Work Statement. In addition, the following may be incorporated into this section; personnel, quality control, quality assurance, physical security, hours of operation, conservation of utilities, and records.
- SECTION C-2. Definitions – Defines all terms, abbreviations, or acronyms used in the PWS. Section C-2 normally has a title of “General and Technical Definitions”.
- SECTION C-3. Government Furnished Property (GFP) and Services – General information. List the facilities, equipment, materials, and services, which the government will provide to the contractor for contract performance at no cost. Services might include utilities, postal or installation distribution, telephone, custodial services, refuse collection, insect or rodent control, grounds maintenance, equipment maintenance, equipment maintenance, police or fire protection, data processing, transportation, emergency medical treatment etc.
- SECTION C-4. Contractor Furnished Items – General information. Except for those items or services specifically stated to be Government furnished in Section C-3, the contractor shall furnish everything required performing the contract.
- SECTION C-5. Specific Tasks – This is the portion of the PWS where everything the contractor is to do is described in detail. List the tasks in logical order, using graphic depictions such as flow charts, maps, or drawings as needed. If a task is not included, then the contractor is not obligated to perform it. Any ambiguities in the PWS will be interpreted in favor of the contractor.
- SECTION C-6. Applicable Technical Orders, Specifications, Regulations, and Manuals. This section lists all the Technical Manuals, Technical Orders, regulations, manuals, specifications, and supplements thereto, which the contractor will require to meet the Performance Standards of the PWS. This section does not list operating instructions.

Summary

The COR/QAE must communicate constantly with the Contracting Officer to apprise him of real or potential problems in performance, requirements for contract changes, and other important events and situations. If the COR/QAE were not familiar with the PWS, their value in monitoring the contract would be very limited.
